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LEGISLATIVE LIBRARY

OPERATIONS REVIEW

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RECEIVED
MAY 3
YOUTH RECREATION

Al N. Craig
Management Advisory Services
Alta Treasury Dept

31 August, 1973

nsfers	-	-	-	-	-	-	-
er	4,254	25,850	23,500	30,400	32,600	34,800	37,200
AL	$70,080	$112,572	$127,900	$136,900	$147,100	$157,000	$167,200

Includes
Manpower - object Codes: 275 (where these relate to manpower costs) 320, 805, 812, 822, 832, 945, 980.
Materials- object Codes: 495 to 605 and 610 to 650.
Transfers- object Codes: 230, 365 to 370, 385 to 390, 480 and 755.

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(Report of Visit to the Legislative Libraries of Saskatchewan, Manitoba and Ontario by Cheryl Sanford, Research Librarian)

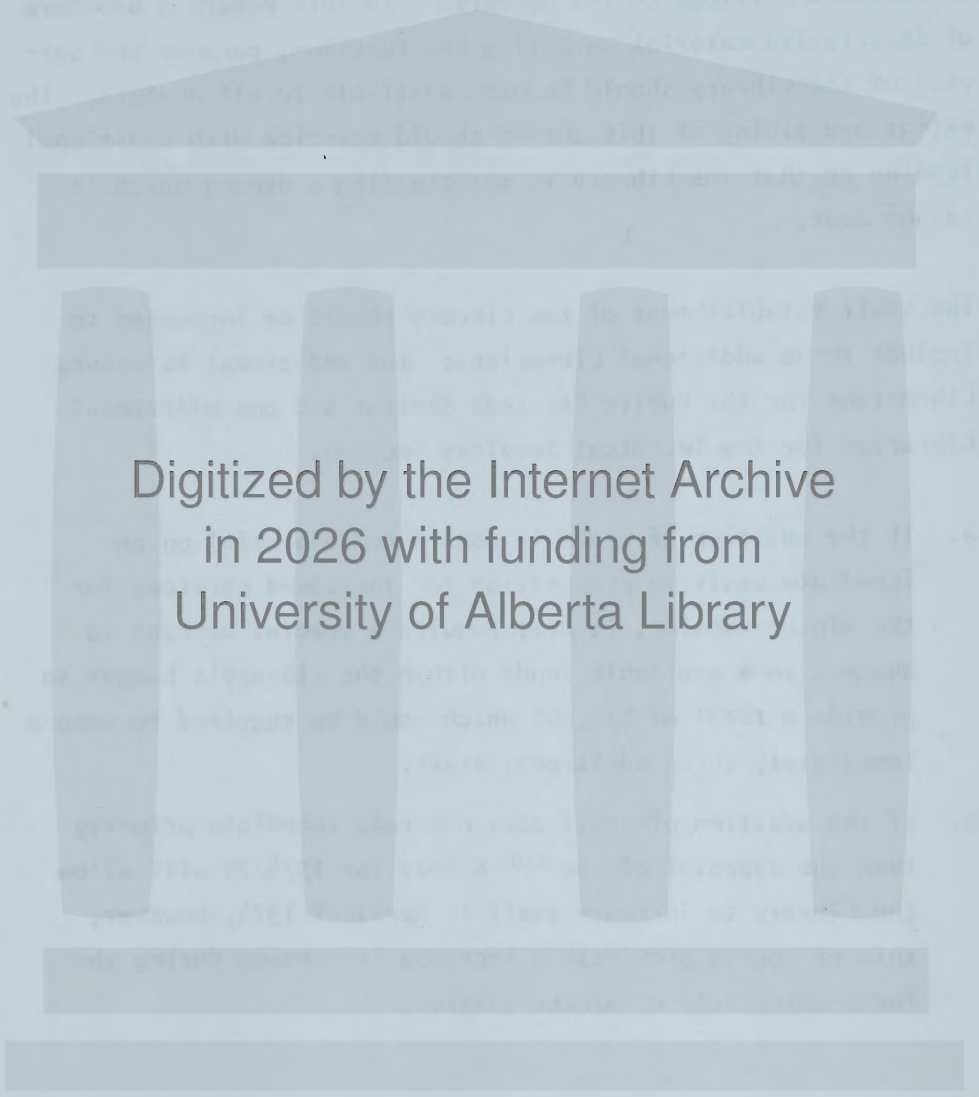
SUMMARY OF RECOMMENDATIONS

1. The function and scope of the Library should be reconfirmed with all Members of the Legislative Assembly including a description of expanded services to the Members. In this regard a brochure of descriptive material marketing the function, purpose and service of the Library should be made available to all Members. The extent and timing of this action should coincide with additional funding so that the Library is not creating a demand which it cannot meet.

2. The staff establishment of the Library should be increased to include three additional Librarians; two additional Reference Librarians for the Public Services Section and one additional Librarian for the Technical Services Section.

3. a. If the addition of staff is considered essential on an immediate basis in preparation for increased services for the winter session, it will require a special warrant to augment some available funds within the Library's budget to provide a total of $16,000 which would be required to secure immediately three additional staff.

   b. If the addition of staff does not rate immediate priority then the approval of the "B" Budget for 1974/75 will allow the Library to increase staff in April of 1974, however, this of course provides no increase in service during the forthcoming fall or winter session.



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OPERATIONS REVIEW

Clarification of the Library's Function

The principal functions of the Legislative Library is to serve the interests of the Members of the Legislative Assembly in relation to their information requirements. These requirements are perceived to include:

1. The need to keep in touch with current developments over a wide range of public affairs;

2. To have available resources that can quickly supply facts and informed comment on topics raised by current developments;

3. To be informed in more detail on current developments germane to those subject fields in which he may be working;

4. To be able to request detailed background surveys and information on subjects in which he has decided to research.

This service is essentially accomplished by having an appropriate collection available for the M.L.A.'s personal use and by having professional staff to provide reference services by utilizing the collection of both the Legislative Library (i.e. monographs, periodicals, government documents, newspapers, pamphlets) and the collections of other libraries through inter-library loans.

In addition the Library provides a service to Government Departments and staff by making the Library's resources available to public servants, and by maintaining a union (central) catalogue comprising an inventory of the total material in the Departmental and Legislative Libraries.

Clarification of the Library's Function (Cont'd.)

The Library is open to the General Public as a research library having a specialized collection, however, the Public is served generally when material is not available in other special or Public Libraries.

Existing Services

The present services of the Library primarily include:

1. The development of a collection which emphasizes material covering public administration, economics, political sciences, history and social sciences.

   NOTE: Detailed technical and scientific material covering a wide variety of subject is generally held by the departmental libraries.

2. To provide extensive reference services for M.L.A.'s.

3. To provide library services to Government Departments; to organize and catalogue library material in various departments; to maintain a union (central) catalogue.

Expanded Services

The proposed expansion and development of services include:

1. The provision of additional information services which include the circulation of both a list of new books added to the Library and a listing of periodical articles likely to be of interest to M.L.A.'s.

2. The provision of additional subject matter research for M.L.A.'s -- At present the Library has one Reference Librarian serving the potential research interests of 75 M.L.A.'s. The Library extended this service for the first time during the last winter session and the requirements for this service have been increasing.

Expanded Services (Cont'd.)

3. The organization and maintenance of a comprehensive collection of Canadian Federal and Provincial Government documents. Emphasis will be placed on developing a complete section of Alberta Government Publications.

4. The continued strengthening and expansion of the periodical section and generally the further refinement and evaluation of the existing collection and the attending modification and expansion of collection development policies.

5. The addition of extra assistance in the technical service functions of the Library by the addition of one librarian to work primarily in the cataloguing of material and to supervise the present library assistant. The Technical Services are fundamental to the successful operation of the Library and require additional assistance to up-date and catalogue the volume of material held in the Legislative and Departmental Libraries.

ORGANIZATION CHART

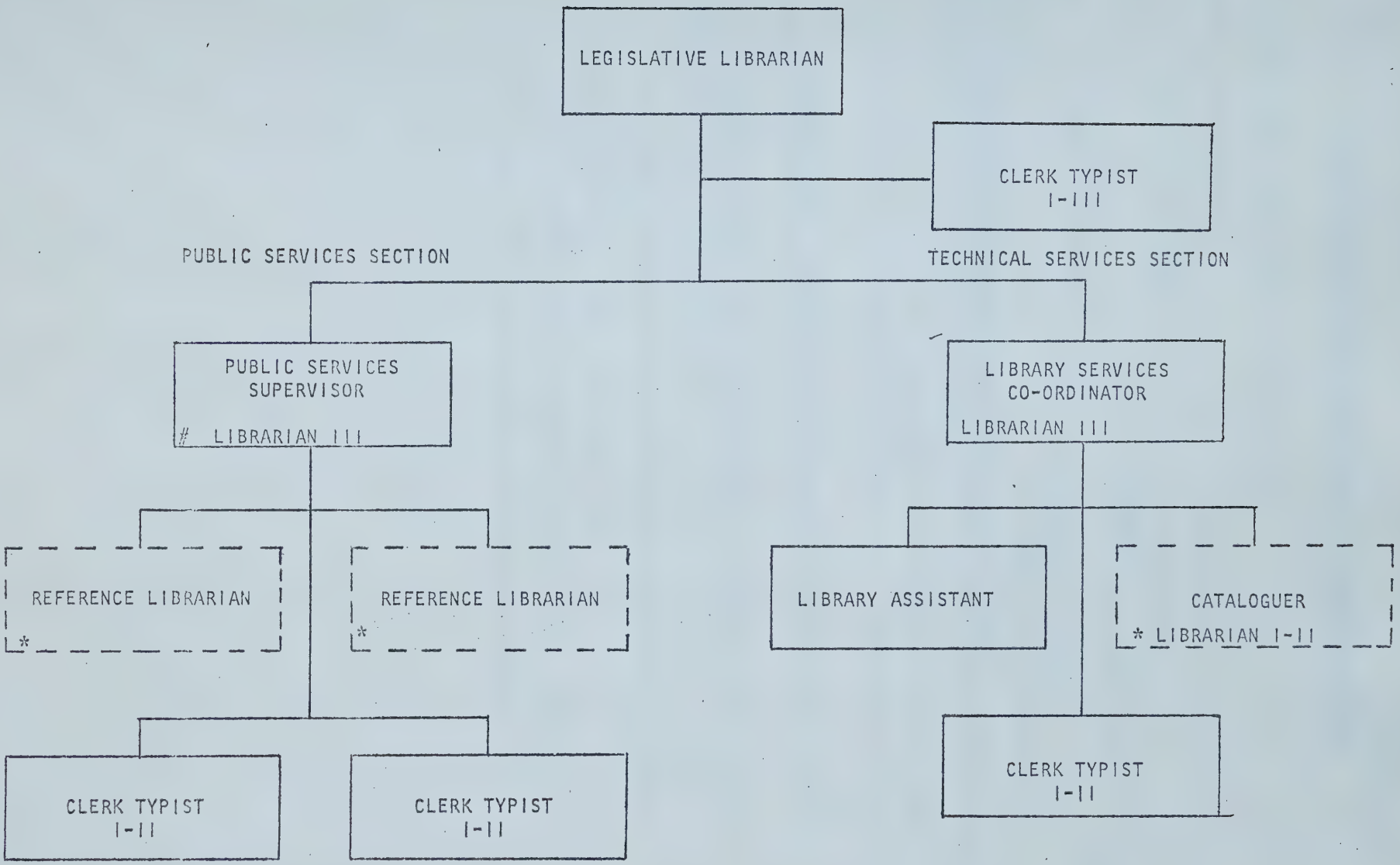
Attached is revised organization chart which makes provision for:

-- two additional Reference Librarians for the Public Services Section;

-- one additional Librarian to augment the Technical Services Section.

In addition the organization chart has included a supervisory position to provide oversight to the Public Services Section. This area will be specialized into three areas including:

Periodicals	- Reference Librarian
Research	- Reference Librarian
Documents	- Reference Librarian



* New Positions
\# Existing Position Reclassified

APPENDIX "B"

POSITION CLASSIFICATION DESCRIPTION

...T I: (To be completed by the immediate supervisor or authorized official)

Department ..... LEGISLATION

Branch ..... LEGISLATIVE LIBRARY

Section .....

Location ..... LEGISLATIVE BUILDING

Employee's Name .....

6. Position Number .....

7. Present Class Title .....

8. (a) Creation ☐
(b) Proposed Class Title ..... RESEARCH - REFERENCE LIBRARIAN

9. (a) Change ☒
(b) Proposed Class Title .....
(c) Updating ☐ Resurvey ☐

DESCRIBE IN ORDER OF IMPORTANCE and in point form the WORK assigned to this position. For each different duty or function performed show typical examples. BE BRIEF. Remember that the duties would be those assigned a fully trained employee. Show approximate percentage of time spent on each duty or function.

% Time	Job Description

Assume primary responsibility for developing and providing the specialized reference service for M.L.A.'s.

Responsible for developing the reference collection, taking into consideration our needs, those of departmental libraries and those of departments not having libraries.

Share responsibility for developing library collection as a whole.

Prepare proposed monthly acquisition list.

Provide reference service to library collection as a whole.

Co-ordinate Public Services Section of Provincial Library.

POSITION CLASSIFICATION DESCRIPTION

1: (To be completed by the immediate supervisor or authorized official)

Department ..... LEGISLATION

Branch ..... LEGISLATIVE LIBRARY

Section .....

Location ..... LEGISLATIVE BUILDING

Employee's Name .....

6. Position Number .....

7. Present Class Title .....

8. (a) Creation [X]
(b) Proposed Class Title PERIODICALS - REFERENCE LIBRARIAN

9. (a) Change [ ]
(b) Proposed Class Title .....
(c) Updating [ ] Resurvey [ ]

DESCRIBE IN ORDER OF IMPORTANCE and in point form the WORK assigned to this position. For each different duty or function performed show typical examples. BE BRIEF. Remember that the duties would be those assigned a fully trained employee. Show approximate percentage of time spent on each duty or function.

% Time	Job Description	

Responsible for maintaining, organizing and providing services to the periodicals/newspaper collection. This includes:

1. Organizing the acquisition and record keeping processes required.

2. Assuming responsibility for development of the periodicals collection taking into consideration our needs, those of one departmental libraries and those of departments not having libraries.

3. Preparing proposed monthly or bi-monthly list of periodical articles likely to be of interest to M.L.A.'s.

Share responsibility for developing library collection as a whole.

Maintain newspaper clipping and pamphlet files.

Provide reference service to library collection as a whole, including service to M.L.A.'s.

APPENDIX "B"

POSITION CLASSIFICATION DESCRIPTION

I: (To be completed by the immediate supervisor or authorized official)

Department LEGISLATION

Branch Legislative Library

Section

Location Legislative Building

Employee's Name

6. Position Number

7. Present Class Title

8. (a) Creation [x]
(b) Proposed Class Title DOCUMENT LIBRARIAN

9. (a) Change [ ]
(b) Proposed Class Title
(c) Updating [ ] Resurvey [ ]

DESCRIBE IN ORDER OF IMPORTANCE and in point form the WORK assigned to this position. For each different duty or function performed show typical examples. BE BRIEF. Remember that the duties would be those assigned a fully trained employee. Show approximate percentage of time spent on each duty or function.

% Time	Job Description	

A. Responsible for maintaining, organizing, and servicing the government documents collection. This involves:

1. Keeping informed on the current publications and policies of government whose activities are most likely to be of concern to us.

2. Actively collecting documents desired for the collection.

3. Developing and maintaining adequate records of documents.

4. Providing documents reference service.While all public service librarians will provide documents reference service the documents librarian will act as the "specialist" in documents use.

5. Preparing a list of notable documents for inclusion in proposed monthly accessions list.

6. Co-operating with the Public Affairs Bureau in preparation of the proposed checklist of Alberta Government Publications.

B. Provide reference service to library collection as a whole and aid in providing special services to M.L.A.'s.

NOTE: The documents collection requires a great deal of organizing. There will initially be only limited time to spare for activities not related directly to documents.

POSITION CLASSIFICATION DESCRIPTION

I: (To be completed by the immediate supervisor or authorized official)

Department ..... LEGISLATION

Branch ..... LEGISLATIVE LIBRARY

Section .....

Location .....

Employee's Name .....

6. Position Number .....

7. Present Class Title .....

8. (a) Creation [X]
(b) Proposed Class Title CATALOGUER

9. (a) Change [ ]
(b) Proposed Class Title .....
(c) Updating [ ] Resurvey [ ]

DESCRIBE IN ORDER OF IMPORTANCE and in point form the WORK assigned to this position. For each different duty or function performed show typical examples. BE BRIEF. Remember that the duties would be those assigned a fully trained employee. Show approximate percentage of time spent on each duty or function.

Time	Job Description

Responsible for professional support services for the Technical Division of the Legislative Library by:

1. Classifying, cataloguing and indexing all types of books, pamphlets, periodicals and other publications, particularly the more difficult material and supervise a library assistant involved in classifying, cataloguing and indexing.

2. Allocates subject headings and participates in reclassification and recataloguing projects.

3. Assists the Senior Librarian in planning, controlling and administering the activities of the Technical Services Division.

BUDGETARY ANALYSIS

"A" Budget

The five-year operational "A" Budget projection has been submitted which recommends that the 1974-75 operational budget be increased from the current $112,572 to $127,900. In addition a four-year projection is provided which essentially increases the corresponding years by 7% each year.

The "A" Budget increase for 1974-75 of $15,328 is primarily taken up by a $11,278 cost factor which provides for two additional staff bringing the total staff establishment to 10 for 1974-75.

Analysis

The increase in the staff establishment of two is one less than the proposed organizational chart suggests. Accordingly, we have taken these two positions including the third position and summarized costs in the "B" Budget. In addition, the salary estimate of $11,278 is inappropriate to secure two additional professional staff.

GOVERNMENT OF THE PROVINCE OF ALBERTA
BUDGET INFORMATION
MULTI-YEAR PROGRAM & FINANCIAL PLAN
1974-75 THROUGH 1978-79

Program Number

(FOR BUDGET BUREAU USE ONLY)

Department: LEGISLATION Division: PROVINCIAL LIBRARY
Appropriation Title: LIBRARY Approp. No.: 1904
Administered by: E. J. HOLMGREN, PROVINCIAL LIBRARIAN

PART ONE APPROPRIATION LEVEL DETAIL

1. STATEMENT OF THE PURPOSE OR GOAL(S) OF THE APPROPRIATION:
Clearly state what the accomplishments (results) will be and to whom or what the results relate. Do not indicate the means (i.e. how the result(s) will be achieved) in answer to this question - question 6 requires that information on the basis of activities.

1. To accumulate hisotrical and current books, papers and documents, to catalogue and index same for reference use by M.L.A.'s, public servants and others.
2. To conduct research and to supply data in response to requests by M.L.A.'s.
3. To coordinate library facilities in Government departments with systems used in the Legislative Library for acquisition and index control.

2. LEGISLATIVE AUTHORITY FOR EXPENDITURE OF FUNDS:

3. SUMMARY OF EXPENDITURES: ($000's)

es	Actual 1972-73	Approved 1973-74	Request 1974-75	Projections 1975-76	1976-77	1977-78	1978-79
er	$51,862	$66,722	$78,000	$83,500	$90,000	$96,000	$102,000
als	13,964	20,000	21,400	23,000	24,500	26,200	28,000
ers	-	-	-	-	-	-	-
	4,254	25,850	23,500	30,400	32,600	34,800	37,200
	$70,080	$112,572	$127,900	$136,900	$147,100	$157,000	$167,200

Includes
Manpower - object Codes: 275 (where these relate to manpower costs) 320, 805, 812, 822, 832, 945, 980.
Materials- object Codes: 495 to 605 and 610 to 650.
Transfers- object Codes: 230, 365 to 370, 385 to 390, 480 and 755.

4. EXPLANATION OF EXPENDITURE CHANGES

On the basis of the information provided in answer to Question 3, provide a brief explanation of changes in expenditure from one year to the next. It is expected that 4 (a) will be explained most carefully and with the most detail while 4 (e) will be the least specific. The answer to 4 (a) should be given in terms of price and volume expenditure changes for manpower, materials, transfers and other objects of expenditure.

4(a) 1974-75 Explain the changes from 1973-74 Approved Estimates

	Price	Volume	Total
Manpower	$66,722	$11,278	$78,000
Materials	20,000	1,400	21,400
Transfers	-	-	-
Other	25,850	2,650	28,500
TOTAL	$112,572	$15,328	$127,900

4(b) 1975-76 Explain the changes from 1974-75 only

Increase 7 percent

4(c) 1976-77 Explain the changes from 1975-76 only

Increase 7 percent

4(d) 1977-78 Explain the changes from 1976-77 only

Increase 7 percent

4(e) 1978-79 Explain the changes from 1977-78 only

Increase 7 percent

5.A. MANPOWER REQUIREMENT FOR APPROPRIATION

ATEGORY	APPROVED 1973-74		REQUESTED 1974-75		INCREASE (DECREASE)	
	$000's	Man Years	$000's	Man Years	$000's	Man Years
ALARY (gross)	$63,522	8	$74,400	10	$10,878	2
AGE (gross)	3,000	1	3,400	1	400	-
NTRACT (gross)	100	-	200	-	-	-
CANCIES	-	-	-	-	-	-
TAL	$66,722	9	$78,000	11	$11,278	2

Notes 1. The man-year information is significantly different from a count of the number of persons on staff at any particular point in the year. The following examples indicate the necessary calculations under various situations (you are NOT to account for sick leave or vacation but rather assume that a full time position has a 12 month duration):

Ex. (a) 100 persons working 12 months each = 100 man years

Ex. (b) 70 persons working 12 months each and
20 persons working 3 months each and
10 persons working 6 months each

$$= \frac{(70 \times 12) + (20 \times 3) + (10 \times 6)}{12} = 80 \text{ man years}$$

Note 1.a. There are 261 days in a man year and 173 hours in a man month.

Note 2. Vacancies - Identify the expected vacancy pattern in terms of dollars and man years. The information in the 3 rows above the "vacancies" row must, therefore, be shown on gross figures (i.e. without accounting for vacancies).
e.g. - the dollars not required due to the time lapse between the date a position is vacated and the date the position is filled and the dollars that will not be required due to the time lapse between the date a position is created and the date it is filled.

5.B. MANPOWER COST PROJECTION: NOTE; Use actual figures as at April 1, 1973. Allow for all merit increases, reclassifications and overtime in 1974-75 only. Do not attempt to estimate or include general pay review increases. The information provided here should in total be the same as that provided in answer to question 3, first row.

$(000)

CATEGORY	Approved 1973-74	Request 1974-75	Projection 1975-76	1976-77	1977-78	1978-79
SALARY	$63,522	$74,400	$79,600	$85,800	$91,400	$96,800
WAGE	3,100	3,400	3,700	4,000	4,400	5,000
CONTRACT	100	200	200	200	200	200
TOTAL	$66,722	$78,000	$83,500	$90,000	$96,000	$102,000

PART TWO ACTIVITY LEVEL DETAIL

6. IDENTIFY & DESCRIBE THE ACTIVITIES WITHIN THE APPROPRIATION

Note This section describes how the intended accomplishments (indicated in question 1) are to be attained.

Activity (defined) - An activity is an identifiable service, operation or process within the appropriation; activity contributes to the attainment of the goal(s) of the organization; an activity is capable of being costed. In some cases an appropriation may have only one activity. Each activity should serve an identifiable group of persons or things (including other Departments). (Please label the activities alphabetically if more than one.)

LPHABETIC NTIFICATION	ACTIVITY DESCRIPTION	PERSON(S), THING(S), DEPARTMENT(S) SERVED
A.	Document Accumulation	M.L.A.'s, public servants and public, at specified times.
B.	Document Research	M.L.A.'s and public servants.
C.	Government Library Coordination	Departments with libraries

7.A. SPECIFY & PROJECT THE VOLUME OF ACTIVITY FOR EACH ACTIVITY IDENTIFIED IN QUESTION 6

NOTE: A volume indicator is simply a method of describing an activity in terms of its size, quantity or frequency. The following volume indicators are common:

-square feet
-number of meetings
-number of projects or studies
-number of grants
-number of investigations
-enrollment
-number of patient days
-number of beds
-number of treatments
-number of licences issued
-number of tests given
-value of construction

(Identify each activity by the letter used in Question 6).

A. Historical

Act.	Description Volume Indicator (unit)	1970-71	1971-72	1972-73	1973-74
A	Rate of Acquisition	$1,500	$1,900	$5,277	$10,000
B	Number of Requests	no record	no record	no record	1,200
C	Number of Departments	7	12	16	18

7.B. Projection:

Act.	Description Volume Indicator (unit)	1974-75	1975-76	1976-77	1977-78	1978-79
A		$11,000	$12,000	$14,000	$15,000	$17,000
B		1,500	1,800	2,100	2,500	3,000
C		20	22	22	23	23

7.C. EXPENDITURE PROJECTION

NOTE The following table asks that you cost the 1973-74 Estimate, the 1974-75 request and the projected 4 years in terms of the activities identified above. This assumes that the activities identified are capable of being costed.

(Please identify each activity by the letters previously used).

Act.	1973-74	Projection ($000's)				
		REQUEST 1974-75	1975-76	1976-77	1977-78	1978-79
A	$73,000	$83,200	$89,000	$95,600	$102,000	$109,000
B	18,000	21,600	23,300	25,000	27,000	28,200
C	21,500	23,100	24,600	26,500	28,000	30,000
Total	$112,500	$127,900	$136,900	$147,100	$157,000	$167,200
Increase	42,420	15,400	9,000	10,200	9,900	10,200
Decrease						

"B" BUDGET

The "B" Budget contains the total staff increase recommended for the fiscal year 1974-75.

Additional Staff:

1 Librarian - Catologuer (Librarian I-II)	
Salary $8,688 - $11,988	
Estimate	$10,944
2 Librarians - Reference (Librarian I-II)	
Estimate $10,944 each	21,888
TOTAL MANPOWER COSTS	$32,832

The combined "A" and "B" Budget for the fiscal year 1974-75 would be:

"A" Budget	$116,622
"B" Budget	32,832
TOTAL	$149,454

REPORT OF VISIT TO THE LEGISLATIVE LIBRARIES OF SASKATCHEWAN, MANITOBA, AND ONTARIO

JUNE 5 - 7, 1973

BY

CHERYL SANFORD

RESEARCH LIBRARIAN

AUGUST 31, 1973

REPORT OF VISIT TO THE LEGISLATIVE LIBRARIES
OF SASKATCHEWAN, MANITOBA, AND ONTARIO
JUNE 5 - 7, 1973

I spent the period June 5 to June 7 visiting the Legislative Libraries of Saskatchewan, Manitoba, and Ontario. The purpose of these visits was to provide me with some insight into the organization and operation of libraries which are the counterparts of the Alberta Provincial Library. The questions I asked dealt with general matters, such as staffing, hours of service and circulation policies; fiscal procedures, such as the handling of petty cash, the library's clientele. I endeavoured to get information from all libraries on topics of immediate concern to us. Data on related topics acquired from one of the libraries but not requested from all three has been included here also. In some cases, comparable data on the Alberta situation is provided. Though the ensuing report provides only an overview of the situation in each library visited, it points out issues which could be considered in an in-depth study of our library's purpose, its mode of operation, and the services it should provide.

GENERAL MATTERS

AGENCY OR PERSON TO WHOM THE LIBRARIAN REPORTS:

Saskatchewan - theoretically, when the House is in session, to the Speaker; otherwise, to the Premier.

Manitoba - Dept. of Tourism, Recreation and Cultural Affairs. A monthly report is made to the Deputy Minister.

Ontario - Ministry of Government Services. The Ontario Commission on the Legislature has recommended that an Office of the Speaker be created and that the Library from a part of this office.

Alberta - situation not clear. Annual report is submitted to the Speaker. For administrative purposes, forms part of the Dept. of Legislation which is headed by the Clerk of the Legislative Assembly.

STAFF:

Data on staff sizes, which is provided in Table 1, was collected because of the close relationship between the services it is possible to provide and the personnel available to provide them. Differences in library organization made it impossible to compile a simple table giving direct comparisons of the libraries. The table must be interpreted in conjunction with the notes identifying such anomalies as staff who work only part-time for the library, the inclusion of cleaning personnel in only one library's staff count, and variations in services provided. Information in the duties section is usually

TABLE 1 - STAFF

PROVINCE	PROFESSIONAL LIBRARIANS	THEIR DUTIES	SUPPORT STAFF	THEIR DUTIES
SASKATCHEWAN	2	Acting legislative libr.[1] Reference libr. (Reference, cataloguing and documents duties are shared)	5[2] Plus 2 summer students	1 Secretary 1 Clerk-typist 1 Newspaper indexer 1 Clerk II - shelves publications consigned to stack area and library's space in Archive's office. 1/4 Accountant
MANITOBA	5 Plus 1 to be added 1973-74	Chief libr. Asst. chief libr.[9] Cataloguer 2 Reference libr.	6[8] Plus 3 to be added 1973-74	1 Secretary 2 Clerks 1 Clerk-typist 1 Library technician 1 Library assistant
ONTARIO	5 Plus 1 part-time when House in session	Chief libr. Senior libr. Documents libr. Periodicals libr. Cataloguer and law libr.	8[3 8]	1 Stenographer-bookkeeper 1 Filing documents and book repairs 1 Shelve and service U.S. gov. docs. 1 Newspaper clerk 1 Binding and bibliography 1 Cataloguing assistan 1 Messenger 1 Cleaner
ALBERTA	3 Plus 1 part-time[4]	Chief libr. Research libr.[5] Library services co-ordinator[6]	5 Plus 3 summer students, 1973-74[7]	1 Secretary/accounts c 1 Documents clerk 1 Periodicals/general library clerk 1 Library assistant (cataloguer) 1 Clerk-typist attach to office of librar services co-ordinat

Notes:
1. Libr. has been used as abbreviation for librarian.
2. Includes accountant whose services are used part-time.
3. Includes one cleaner.
4. Librarian works one day per week re-filing Provincial Library's catalogue.
5. Functions as reference-documents librarian.
6. This position is described in the section on cataloguing.
7. Two of these students were hired via the S.T.E.P. program. Library usually has only 1 summer student.
8. I believe that these libraries probably also have summer students.
9. Also functions as documents libr.

limited to providing the position's title and is simply intended to identify the main area of responsibility of each staff member. To go beyond this would have made lengthy job descriptions necessary.

BUDGET:

Province	Staff	Books, Periodicals Microfilm	Equipment, Binding Services, etc.
Saskatchewan	64,610[1]	18,100	5,885
Manitoba	135,700	77,700	
Ontario	132,400	24,000	11,400
Alberta	66,312	20,000[2]	30,100[3]

Notes:
1. Includes salary for vacant position of Legislative Librarian and salary of accountant. From August 1, accountant's salary is to be paid by Legislative Assembly Office.
2. Includes binding.
3. Binding not included, see note 2. Includes $10,000 for xerox charges, $9,000 in extraordinary miscellaneous fund, and funds for purchase of 5 electric typewriters.

HOURS OF SERVICE:

Province	Regular	When House in Session	Arrangements for Compensating Staff for Night Duty
Saskatchewan	8:30 - 5:00	8:30 - 5:30 7:00 - 9:30	Staff earning less than $858 per month are paid at 1 1/2 times the normal rate.
Manitoba	8:30 - 5:00[1]	8:30 - 5:30[1] 7:30 - 10:00	principle of compensatory time recognized
Ontario	8:30 - 5:00	8:30 - 10:30	shift system employed
Alberta	8:15 - 4:30	8:15 - 5:30 7:00 - 10:00	no formal arrangements

Notes:
1. Library is not officially open to the public until 10 a.m.

CIRCULATION POLICIES:

The information I was most interested in obtaining was the loan period allowed MLA's and the types of materials which were either non-circulating or had a restricted loan period. As Table 2 below indicates, policies ranged from very liberal in Saskatchewan to rather stringent in Ontario.

Additional notes:

Saskatchewan - has 2 part circulation slip, sample attached to master copy of report.

Manitoba - files one copy of circulation slip under due date and one under the borrower's name.

TABLE 2 - CIRCULATION POLICIES

PROVINCE	PERSONS HAVING BORROWING PRIVILEGES IN ADDITION TO MLA'S AND CIVIL SERVANTS	LOAN PERIOD FOR MLA'S	CIRCULATION OF: MAGAZINES	CIRCULATION OF: LEGISLATIVE MATERIALS e.g., Statutes, Bills, Debates.	CIRCULATION OF: STATISTICAL DATA
SASKATCHEWAN	University students can borrow books but not pamphlets or government documents.	No defined period, notices are sent at end of session.	Latest issues- overnight loan.	Statutes, Bills, & Debates have gone out to MLA's and civil servants.	Lend on short term basis.
MANITOBA	Occasionally professors, researchers and graduate students are allowed to borrow materials by special permission.	Circulating materials- two weeks. MLA's get a note asking if they are still using the material after 3 weeks.	Latest issue doesn't usually circulate.	These materials are lent to MLA's and civil servants for a day. If material is not voluminous, library prefers to photocopy.	Prefer not to lend latest.
ONTARIO	N. a.	Books - 3 weeks Gov. Docs. and Ref. - overnight or 48 hours.	Unbound issues- 2 days. Bound periodicals circulate to members on special permission.	Circulate to civil servants overnight.	
ALBERTA	N. a.	Except for materials described in cols. 4-6, no defined period. Notices sent after ca. 2 months and at end of sessions.	Latest doesn't circulate; others one week.	Non-circulating	Latest doesn't circulate; others 1 week.

Ontario - will charge departments for lost books. One copy of circulation slip is filed behind the member's name. This file by borrower's name is kept for two years.

Alberta - circulation file is organized by call number or, for uncatalogued materials, by title or corporate author entry. A system of colored tags is used to mark the sign out cards to indicate due date, whether a notice has been sent, etc. The clerk responsible for overdues can see at a glance which books are due in a given week. A unique color is assigned cards for materials signed out by MLA's for an indefinite period.

FISCAL PROCEDURES

ORDERING OF BOOKS:

None of the libraries visited were subjected to a pre-audit of book and periodical purchases.

DEPOSIT ACCOUNTS:

Ontario has the right to establish those it desires.

PETTY CASH:

Saskatchewan - does not have petty cash but would like to have the same.

Manitoba - currently has a $10 revolving petty cash fund but is presently negotiating to have this increased to $30.

Ontario - has a $100 revolving petty cash fund.

Comment: We too would like to be able to order books and periodicals directly, to establish deposit accounts with at least government operated distribution agencies and to have petty cash. At present, we have none of these rights.

COPYING FACILITIES AND CHARGES:

Saskatchewan - there is no copying machine in the library itself; the library uses a centrally located machine in the Legislative Building. Departments sign for their own materials. When the House is in session the Legislative Assembly office picks up the chit for MLA's.

Manitoba - has two Xerox machines, a 2,400 and a 4,000. MLA's are charged 6¢ per copy. If they do not pay on the spot they are billed. The public is charged 10¢ per exposure. Departments are charged 6¢ per copy, billing is done by the Administration Section of the Dept. of Tourism, Recreation and Cultural Affairs.

Ontario - has a Dennison copying machine. Will be billing everyone at the rate of 5¢ per exposure.

Alberta - has Xerox machine with reader-printer attachment and Xerox for reproducing catalog cards for the Provincial Library and departmental libraries. The public is charged 10¢ per exposure; cost of all other copying is presently absorbed by the library. Statistical data indicating who copying is done for is kept. Copying clippings prepared by the Public Affairs Bureau accounts for the major portion of the library's own copying.

Comment: $10,000 of our 1973-74 budget is earmarked for copying charges incurred on behalf of the Provincial Library itself, departmental libraries, civil servants in the various departments and MLA's. Ontario, by contrast, has allowed $1,600 for copying even if all copying revenues are to go into consolidated revenue, and $200 for having their catalog cards reproduced by Xerox.

TECHNICAL SERVICES

ACQUISITIONS PROCEDURES:

Saskatchewan - Books and periodicals are ordered from individual publishers. The secretary types orders and maintains an on order file. When a book comes in, she marks the price, date, and invoice number on the order slip and puts it in the book. She marks the items received on the invoice, keeps one copy and sends the other to the accountant. She assumes the items received will be paid for. When all items on any one invoice are received, she clips the corner of her copy of the invoice. The accountant deals with getting the invoices paid, further record keeping, etc.

Manitoba - Canadian books are ordered directly from the publisher; a U.S. and a British jobber are used for publications of those countries.

Ontario - Canadian books are ordered directly from the publisher; U.S. and British books are ordered from Coutts. The library maintains a ledger in which they record their accounts with each publisher.

Alberta - Periodicals and Canadian books are now ordered directly from the publisher. Some publishers will not accept orders under a certain value; in these cases, we order through Coutts. Major purchases from U.S. publishers (e.g., Bowker and Wilson) are ordered directly. Minor U.S. and British purchases are ordered through Coutts unless the publication is only available through the publisher.

Comment: Because Saskatchewan has an accountant, information on their handling routine was included to give a basic idea of the separation of duties between the person sending out and receiving books and the accountant.

CATALOGUING:

Data is provided in Table 3.

TABLE 3 - CATALOGUING

PROVINCE	PERSON RESPONSIBLE	TOOLS AVAILABLE IN ADDITION TO CANADIANA			CATALOGUING SERVICES PROVIDED FOR DEPARTMENTAL LIBRARIES	UNION CATALOGUE MAINTAINED
		NUC AUTHOR LIST	ABPR	OTHER		
SASKATCHEWAN	Shared by the 2 prof. libs. with acting leg. libr. primarily responsible	No	Yes, but having sub-scription problems	Nil	Dept. of Mineral resources.	No
MANITOBA	1 prof. libr. (2d to be added this fiscal year.)	No Cataloguer would like to have sub-ject list.	Yes	BNB		Author catalog libraries liste in note 5.
ONTARIO	1 prof. libr. who is also law libr.	No Too slow to be useful	Yes	Canadiana proof slips[1]	Nil	No
ALBERTA	Library assistant for Provincial Library; prof. libr. for departmental libraries.[2]	To 1969 Do not have current sub-scription	No	Nil	All departmental libraries requesting this service. See note 3 for list.	Full author - title subject catalogue for libraries liste in notes 3 & 4.

Notes:

1. Librarian commented that these are more useful for collection development than as a cataloguing tool.
2. This librarian, the library services co-ordinator, has recently begun to revise the work done by the library assistant for the Provincial Library.
3. Colleges Commission; Planning Branch, Highways and Transport; Hospital Services Commission; Bureau of Statistics; Planning & Intelligence Branch, Industry and Commerce; Service Research Branch, Manpower and Labour; Mines and Minerals; Ombudsman's Office; Budget Bureau.
4. Agriculture, Alcoholism and Drug Abuse Commission, Education, Environment, Environment Conservation Authority, Health and Social Development, Lands and Forests, Human Rights Commission.
5. Depts. of Health and Agriculture, Red River Community College, and Manitoba Vocational Centre, Brandon.

Comment: Cataloguing done by Saskatchewan for departmental libraries is done by the same staff who catalogue for the Legislative Library. In Alberta a separate staff, the Library Services Co-ordinator and her clerk-typist, provide the cataloguing services noted above and maintain the union catalogue. The Library Services Co-ordinator also serves as a library consultant to the Departments, providing them with advice on the equipment, materials and staff required to establish new libraries, and maintains a watchful eye on libraries staffed by clerks. She is currently considering which cataloguing tools would be most useful to the entire community of government librarians.

THE COLLECTION

COLLECTION DEVELOPMENT POLICIES:

If any of these libraries has a formal collection development policy, I was not told of it. All collect heavily in Canadian history, especially that of their own province, political science, the social sciences and matters of current interest to legislators.

Saskatchewan buys some fiction which is read primarily by civil servants; Manitoba buys no current fiction except for Manitoba works. I believe Ontario still buys some fiction, Alberta does not.

Saskatchewan, Manitoba and Ontario have a law section in their library, Alberta does not. I do not believe that Manitoba collects heavily in law; the Law Society Library and the law library at the University of Manitoba also serve the government lawyers. We keep the statutes but expect the law library of the Attorney General's Dept. to collect supporting materials.

Establishing our own collection development policy based on the role that we are to play in providing library service to MLA's, civil servants, and the general public is a priority matter.

NEWSPAPER COLLECTION:

I was primarily interested in finding out how each library treats its collection of provincial weekly papers. Additional data obtained on Saskatchewan's other newspaper holdings is also provided here.

Saskatchewan - Provincial weeklies - microfilming program was initiated in 1948. Prior to this date, the papers were only kept for five years. Now the papers are retained in the Legislative Library for approximately two years, then microfilmed by the Archives which keeps the film.

Saskatchewan dailies - Two copies are purchased currently, one is kept in the reading room and the other retained for binding. In addition to having the bound volume, the library also retains the reading room copy for a few years. Microfilm copies of dailies are not purchased.

Canadian dailies - Kept from one to two years, depending on their importance.

Other newspapers received by the library include the Sunday ed. of the New York Times, the London Observer, the London Times, London.

Manitoba - Provincial weeklies - Approximately five years of each paper is filmed at once. Papers are also retained in hard copy format after the microfilming.

Ontario - Provincial weeklies - Kept in hard copy format until available storage space is gone; this usually means 1 1/2 years or so. They are then discarded.

Alberta - Provincial weeklies - Complete library holdings kept in hard copy format. No microfilming has yet been done.

Comment: Our valuable collection of Alberta weeklies is heavily used by researchers. These papers have a limited lifetime in their original format and should be filmed to preserve them for use by future historians.

GOVERNMENT DOCUMENTS:

My major areas of interest were each library's method of acquiring publications of its own government, any responsibilities it has for issuing a checklist of these publications or distributing them and the method of organizing its documents collection.

General Comments: In addition to their collection of Canadian federal and provincial documents, the three libraries visited receive all depository U.S. government documents. Saskatchewan and Ontario keep these materials as a separate collection and shelve them by their U.S. G.P.O. number. The monthly catalog is used to provide access to the collection. Manitoba treats its United States documents in the same manner as its Canadian ones. Their organizational scheme is briefly described on page 10. Alberta receives a limited number of United States publications courtesy of an exchange agreement whose terms are not now known to the Librarian. Manitoba receives many British publications on exchange. Like us, these librarians no doubt also receive some publications "on exchange" from Australia and its states, New Zealand, various American states, and other countries.

The library and publications of the home government:

A. Acquisition of the home government's publications and fulfillment of deposit obligations:

Saskatchewan - obtained a memo from the Premier (Appendix A) requesting every department, board, commission, or agency of the Government of Saskatchewan to deposit 6 copies of all publications issued for general or limited public distribution.

Of these 6 copies, two are retained (one of these is sent to Microfilm for filming then returned to the library), one is sent to the National Library, one is sent to the Library of Congress, and two are sent to the Archives.

Note: Saskatchewan tried for an Order in Council but the statutory provisions required to make this possible were lacking.

Manitoba - An Order in Council (Appendix B) requires that three copies of each publication be deposited with the Legislative Library. The librarian is currently trying to have this increased to 6 copies; then three will be retained, one will go to the Library of Congress, one to the British Museum and one to the National Library.

Ontario - tries to get two copies of Ontario government publications. Copy of attached memo (Appendix C) describes the procedure designed to ensure that one copy of each publication tabled is supplies to the Clerk's Office and two to the Legislative Library.

Alberta - not formally recognized as a deposit library for provincial government publications. Does not fulfill any deposit obligations.

B. Production of checklist:

Saskatchewan - no checklist issued.[1]

Manitoba - issues a tri-annual checklist of Manitoba government publications which has a circulation of about 400. This list is obviously used by the departments. They sometimes phone in to report that some publication of theirs has not been listed - they are then requested to send copies to the library and assured that it will appear in the next checklist.

Ontario - monthly checklist is issued by Printing Services Branch, Ministry of Government Services. There is also an annual cumulation for 1972-

Alberta - no checklist issued.

C. General distribution responsibilities:

Saskatchewan - nil

Manitoba - distributes Manitoba government publications, primarily annual reports, to many libraries. They acquire the necessary number of copies of a report then look after all record keeping and mailing.

Ontario - responsibility of Printing Services Branch, Ministry of Government Services.

Alberta - nil

D. Sends publications to Micromedia:

Saskatchewan - yes

Manitoba - yes

Ontario - responsibility of Printing Services Branch, Ministry of government service.

Alberta - province is not yet participating in this scheme.

Comment: In Alberta the Public Affairs Bureau has been charged with the responsibility for producing a current checklist of Alberta government publications. Denise Ryan, the supervisor of Publications Co-ordination, is currently working on the two major issues involved: collection of the documents and preparation of the list. Since we also wish to collect all publications and must "list" them for our collection, co-operation with the Bureau would seem logical. The possible forms this could take are being considered. Lack of staff is currently holding us back from making a more positive contribution in this area.

The Bureau is attempting to gain control over government printing and expects in the future to be able to assume responsibility for supplying

1. In her letter of Aug. 14, 1972, Miss MacDonald informed me that the Queen's Printer Office had just begun work on a "checklist of available Saskatchewan government publications, with expectations of current checklists issued [illegible] to follow".

the Legislative Library, Archives, and the National Library with deposit copies of provincial government publications.

The possibility of our participation in Micromedia is also under consideration. First, permission from the Executive Council allowing reproduction of documents in microfilm format must be gained by Micromedia. Then the issue of supplying them with copies of our publications will have to be worked out.

Arrangement of Canadian federal and provincial government publications:

No attempt has been made to provide a full description of each library's documents handling system. The following section contains information on general issues such as whether the library has a separate documents collection; if so, how its contents are shelved; the access points provided to documents, e.g., author, title, subject, etc.; and whether periodicals issued by government agencies are incorporated with the documents collection or with the periodicals section. None of these libraries either has a computer based documents retrieval system or plans to introduce such a system in the near future.

Saskatchewan - Provides subject access to almost all government publications. A few major monographic publications are fully catalogued, listed in the book catalogue, and shelved with the main collection. Statutes, Journals and bound volumes of Debates are catalogued, listed in the legal section of the catalogue and shelved with the legal collection. The pamphlet catalogue contains a main entry, either corporate author or title as appropriate; added personal author entries where necessary; and subject entries for most other government publications. Very technical series such as the Mines Branch reprint series are catalogued as series with subject access to individual monographs provided only if they are of particular interest. Most government publications are filed by subject in filing cabinets; departmental reports and technical series are shelved by main entry in designated locations. Location notes are provided on the catalogue cards for each publication.

Manitoba - has a separate documents collection. Documents considered to be of major importance are fully catalogued. Most documents, whether catalogued or not, are shelved so that those dealing with the same broad subject areas, e.g., agriculture, are brought together and then sub-shelved by country, dept. etc. Reports of Royal Commissions, committees, etc. are assigned a special classification number designed to arrange those of each jurisdiction in a separate chronological series. After their move, Manitoba plans to arrange each jurisdiction's publications as a unit. They keep a set of Manitoban sessional papers filed in numerical sequence by session. Second copies of each department's annual reports are bound together by department.

Ontario - Canadian federal documents are shelved by their Queen's Printer number; provincial documents are shelved by the first significant word in the issuing agencies name. Documents of major significance, such as Royal Commission reports, white papers, task force reports and other publications of a policy nature are catalogued so as to provide access by corporate author, title, name of chairman, and subject. These publications are shelved as an integral part of the documents collection; they are not classified in the Dewey decimal system and integrated with the general library collection.

Alberta - This subject is currently under consideration.

Treatment of magazines issued by governments:

Saskatchewan - Almost all are kept with the periodicals section.

Manitoba - At present the current issues of many of these magazines are shelved in the magazine section. If they do not currently shelve back issues with the documents collection, they intend to after their move.

Ontario - Both current issues and the complete backfile of a few magazines, mainly those issued by the Canadian government, are kept in the periodicals section.

Alberta - This subject is currently under consideration.

LIBRARY SERVICES

ACQUISITIONS LISTS:

Saskatchewan - previously issued an annual list of acquisitions; as of 1973, hope to issue it is every six months or more frequently. The yearly list is annotated; the semi-annual list provides notes where necessary.

Manitoba - prepares a list, which they try to issue every four months, of notable ite received by the library. Call numbers are not given nor is it annotated.

Ontario - issues a bi-monthly book list which provides call numbers and notes where necessary.

Prepares a guide to current periodical articles for MPP's only. This PS List, see Appendix D for sample, appears every three weeks during session and every six weeks when the House is not sitting. The periodicals librarian is responsible for looking through the magazines received each day and preparing this list.

Alberta - no list issued at present.

Comment: In order to advertise our collection, we need to issue a regular, preferably at least bi-monthly, list of new acquisitions which should include new government publications of general interest. It is also desirable that we begin a PS List similar to that issued by Ontario's Legislative Library.

CLIPPING SERVICE OR NEWSPAPER INDEX:

Saskatchewan: With the exception of selected obituary and biographical notices, no clipping file is kept in library. They index all items likely to be of interest in all the Saskatchewan dailies and the Western Producer.

One experienced library clerk who has some part-time help does the indexing. The subject headings used are based on a combination of those employed in the Library of Congress and the Canadian Periodical Index. The index is kept on cards for approximately 4 years and then a typist is hired to type up the index. It is then reproduced and distributed across the country.

University students, civil servants, and MLA's use the index.

For the past 2 years, Saskatchewan Government Information Services has maintained a clipping service open to all civil servants and MLA's. One staff member marks item to be clipped from the papers then takes the papers to a crippled childrens centre where the items are clipped and pasted

on sheets. The children are paid 10¢ a sheet for this work - turn around time is approximately 24-48 hours. After the clippings are picked up, numbers representing subject headings are assigned to them and they are filed. At least some of the clippings are routed to a couple of people before they are filed. These people are asked to return the clippings within 24 hours. For more information, see Appendix E.

Manitoba - The library clips the Winnipeg Free Press and the Tribune. Clippings are kept in four series of scrapbooks: political; biographical; Manitoba history; and "newspaper hansard". The political scrapbook contains news relating to provincial, municipal and federal government activities and federal-provincial conferences and programs. Free Press and Tribune comments on the legislative sessions are kept in two separate series of scrapbooks.

Clippings are pasted by date in the scrapbooks, which are later indexed. At present, the indexing is approximately two years behind. A typed copy of the index for each scrapbook is bound in the volume. They do not have a subject authority file yet and recognize that this is one of their major needs.

At least the political and newspaper hansard scrapbooks for 1884-1958 have been filmed; the originals are also retained.

A number of people are involved in the marking, clipping, pasting, and indexing involved in this project. The chief librarian estimates that this work would take one full-time person.

These scrapbooks are heavily used by researchers from across Canada. The early scrapbooks have become so dogeared that their pages have had to be laminated!

Miss Conbaz said clipping was done elsewhere in the government; for example, in the premier's office. She felt many departments clipped news of interest to them.

Ontario: In addition to keeping a "newspaper hansard" of Globe and Mail reports on each session's activities, the library clips biographical notes on public figures, notices of government appointments, announcements of commissions, etc. and clippings dealing with their activities, and major stories related to government activities from the Globe and Mail. These clippings are filed by dept. or commission, etc. The file, which is kept in legal size envelopes in a desk drawer, is weeded rigorously. For example, when a Commission's report comes out, the librarians decide what to keep and what to discard. Items kept are placed with the Commission's report.

There is a major clipping service outside the library which exists to serve MLA's. I was told that they seem to clip all Ontario papers and that their clippings are organized by department or agency the items relate to. After a certain period of years, their files are filmed and sent to the Archives. Any MLA can ask to be supplied with copies of all articles on specific topics on an ongoing basis. This service employs 20 to 30 people.

Alberta - In January we began to keep a clipping file of items from the Edmonton Journal dealing with provincial matters, federal matters affecting Alberta, and policies and major activities of the other provincial governments. In late March we arranged to have the clippings prepared by the Public Affairs Bureau sent to us en route to the Premier's Press Secretary. We xerox these clippings from the Albertan, Calgary Herald, and Edmonton Journal and file them by the subject they deal with. (The Press Secretary's copies are filed by the department involved.) Since these clippings deal primarily

with provincial matters, the Journal is still clipped for extra-provincial news.

I mark items to be clipped and assign subject headings. Clipping, xeroxing, and filing the materials is done by a clerk-typist.

These clippings have been used by MLA's and government departments.

SERVICE TO MLA'S:

This is an exceedingly difficult subject to describe. As special libraries, all Legislative Libraries do everything they can to locate materials both bibliographically and physically for MLA's. We also try not to deluge the MLA with information but to provide him with that we think most relevant. This makes it necessary to scan the available materials on a given topic. When an Alberta member requested information on a broad topic, the books and articles he was provided with were accompanied by an outline indicating which of the materials dealt with each of the key aspects of that topic. If this is also done in the libraries I visited, I was not told of it. None of the libraries attempts to prepare original reports for MLA's; none of us is staffed to provide such a service. In Ontario, there is talk of establishing a research service similar to that offered to Federal MP's. In Alberta and Saskatchewan some of the political parties hired researchers and the librarians made every effort to help them in their search for information, suggesting appropriate indexes and bibliographies to consult and possible sources of material not held by the Library. This hiring of researchers may also have occurred in the other two provinces.

The library can perform an important function by keeping the MLA aware of new books and articles on subjects of concern to him. Frequently issued acquisitions lists and lists of periodical articles similar to Ontario's PS List, which was described in the section "ACQUISITIONS LISTS", constitute the beginnings of a current awareness service. Manitoba would like to have the staff to carry this service a step further and prepare interest profiles for MLA's and civil servants, thereby enabling the Library to route relevant materials to them automatically. I am sure that all Legislative Libraries would like to be able to automatically provide at least bibliographic information on new acquisitions to as broad a section of their clientele as possible. Issuing both an acquisitions list and a list of current magazine articles should be initial targets of the Alberta Provincial Library.

The staff of the libraries visited find they can handle most requests using their own collection with occasional use of departmental libraries. They do not travel around the city collecting information. I found it necessary to use the Public Library and the University of Alberta libraries heavily. While borrowing from other libraries will never cease, it will decrease as our collection is strengthened.

RELATIONSHIPS WITH DEPARTMENTAL LIBRARIES:

The services provided by the legislative libraries to departmental libraries vary. It is taken for granted that all government libraries provide reference service for each other when one of the libraries finds its resources inadequate to handle a question. Though some borrowing from departmental libraries was done by the legislative libraries, all felt that they loaned more than they borrowed.

Cataloguing services provided by legislative libraries were described in the section on cataloguing. The librarians visited mentioned that they were frequently called upon to provide advice to those in charge of departmental libraries. Manitoba's Legislative Library has given "crash" courses to non-librarians who are in charge of departmental collections. Part of the role of Alberta's library services co-ordinator is to provide advice to departments wishing to establish their own libraries and to provide general supervision for departmental libraries not staffed by professional librarians.

The need for more co-ordination among departmental libraries and between these libraries and the legislative library is now receiving more recognition. In Manitoba, the Management Committee of Cabinet is undertaking a study of the Legislative Library, the departmental libraries and the Archives. Miss Combaz suggested that centralized ordering and cataloguing would probably be one of the issues considered by the study group. The Ontario Commission on the Legislature has suggested that the Legislative Librarian might serve as the co-ordinator of government libraries. At the present time, the Ontario Government Librarians' Council, which reports to the Deputy Ministers' Council, provides a means for government librarians to get together. This council has already studied the feasibility of centralized acquisitions and cataloguing and opposes such centralization. Alberta's library services co-ordinator, whose functions were described in the section on cataloguing, provides a link between the departmental libraries and the Provincial Library. She also organizes informal monthly meetings of those in charge of government libraries. These meetings usually consist of a short session in which we report on library activities within the group followed by a visit to a special library in the area. Some of the librarians would like to see a centralized cataloguing service established but this is not under serious consideration at present. Provision of adequate service to departments and agencies not having libraries is an issue which demands the Provincial Library's attention.

CONCLUDING COMMENTS

Comments interspersed throughout this report indicated some aspects of our library's operations which need attention. Many of these matters can be proceeded with internally; others, such as those involving fiscal procedures, will have to be negotiated with the appropriate government agencies. The most central of the issues is the necessity of improving and expanding the range of services we provide to MLA's and civil servants. In order to fulfil our purpose of providing them with the information they require to function effectively, we must strengthen the collection, work at making them aware of our resources and ensure that we have sufficient staff to handle their requests for information. At present, we are fighting to keep our heads above water; additional staff are required to aid in this vitally necessary organizing, strengthening, publicizing and servicing of the collection.

PHONE 527-5035
AREA CODE 306

PROVINCE OF SASKATCHEWAN
OFFICE OF THE PREMIER
REGINA

October 16th, 1972.

ALL DEPARTMENT HEADS:

The Legislative Library of Saskatchewan is a depository library for all official publications of the Province of Saskatchewan. This assures the preservation of government records for use by personnel of the government and for general reference and research.

I am, therefore, asking every department, board, commission or agency of the Government of Saskatchewan to deposit with the Legislative Library six copies of all publications, pamphlets or circulars issued or released for general or limited public distribution.

Yours sincerely,

Allan Blakeney,
Premier.

[illegible] No. 1031, dated [illegible]

[illegible] the legislative [illegible] of [illegible] [illegible] of all official [illegible] [illegible] [illegible] suitable for the purpose of [illegible] [illegible] [illegible] [illegible] and for use by persons [illegible] [illegible] [illegible] and for [illegible] [illegible] [illegible] [illegible] [illegible]

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Legislative
Services
Division 965-7350

June 28, 1973

MEMORANDUM TO: Mr. J. C. Thatcher, Deputy Minister
Min. S., and Government Services

RE: Sessional Papers - Legislative Library

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1. At the beginning of the next Session a letter will be sent from the Clerk's office to all Ministries instructing them that when any material is to be tabled in the House, three copies must be filed. (A memo to that effect was sent from the Clerk's office in June of this year, just prior to the closing of the Session).

2. The Clerk's office will keep the original document and forward two copies to the Legislative Library.

3. The Legislative Library will check daily (while the House is in Session) with the Clerk's office to assure that they have received copies of all material filed. If they have not, copies will be obtained from the Ministries involved or the Clerk's office.

4. The Legislative Library will hold the copies of Sessional Papers and they will be available for inspection. If copies are required the person will be directed to the Ministry tabling the paper.

5. W. Borosa will be advised that he must obtain three copies of all reports to be tabled.

Original Signed
M.S. Fitzpatrick

M. S. Fitzpatrick
Executive Director

cc: Miss D. Hagg
Mr. J. Boltby
Mr. W. Borosa

PERIODICAL SELECTIONS

THE LEGISLATIVE LIBRARY

THE FOLLOWING ARTICLES HAVE BEEN SELECTED FOR YOUR ATTENTION FROM CURRENT PERIODICALS. THEY ARE ARRANGED IN CATEGORIES RELATING TO THE INTERESTS OF THE STANDING COMMITTEES.

April 27, 1973.

PROCEDURAL AFFAIRS

Global budget review system for public service institutions. Canadian Chartered Accountant, March 1973. p. 30-33.
Individual boards and their administrative staff should have the right to establish priorities and allocate funds regardless of how their services and programs compare with similar institutions.

Restructuring the government of Ontario: a comment, by J.R. Mallory. Canadian Public Administration, Spring 1973. p. 55-68.

Restructuring the Ontario government, by James D. Fleck. Canadian Public Administration, Spring 1973. p. 68-72.
Explanation of Ontario's newly restructured government and outline of progress made.

ADMINISTRATION OF JUSTICE

Canada: a tax law that may go too far. Business Week, March 17, 1973. p. 41.
A revision in Canada's tax laws governing overseas earnings has pushed Massey-Ferguson to undertake major policy decisions on conducting its worldwide business elsewhere.

Canada in the seventies. Bank of Montreal. Business Review, March 28, 1973. p. 1-4.
The review covers the energy question, financing of capital expenditures, Canadian relations with the EEC and the USA, growth of the megalopolis, as well as business and government relations.

Canada-U.S. relations: options for the future and American reaction. Behind the Headlines, February 1973. p. 1-8.
Issues devoted to Canada-U.S. relations. Four American v.i.ps. respond to Mr. Sharp's article on this subject.

Checklist, by Millie Goodman. Canadian Tax Journal, March-April 1973. p. 161-175.
Summary of federal and provincial tax developments from mid-January to mid-March 1973.

The death penalty: should capital punishment be retained or abolished? by S.E. Gordon. Canada and the World, March 1973. p. 18-19.
A brief history of the death penalty.

Going down the road to bankruptcy, by Roger Davies. Water and Pollution Control, March 1973. p. 7.
Discussion of the Public Works Creditors Payment Act.

PERIODICALS MAY BE BORROWED FOR A PERIOD OF TWO DAYS

SASKATCHEWAN GOVERNMENT
Information SERVICES
ROOM 7 LEGISLATIVE BUILDING, REGINA PHONE 522-7618

advertising
art
news
photography
publications
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CENTRAL NEWSPAPER CLIPPING SERVICE

1. Newspapers clipped

Regina Leader-Post
Saskatoon Star-Phoenix
Winnipeg Free Press
Moose Jaw Times-Herald
Prince Albert Daily News
Toronto Globe and Mail
Financial Post
Toronto Star
Edmonton Journal
Vancouver Sun
New York Times (Sunday edition only)

2. Filing system - list of subject headings attached

To use the service:

1. Call 522-7618 and request Clipping Service.
2. Provide as much as possible of the following information:

   Headline, subject matter, writer or speaker, name of newspaper, date of newspaper.

3. Normally, photo copies of a clipping will be available in twenty minutes. Heavy demand during the session may lengthen this period. Please give us more time whenever possible.
4. We have no capacity for rapid delivery. Users of the service are asked to make their own arrangements for picking up copies of clippings.
5. It will NOT be possible to supply departments with copies of complete files of clippings. Neither will it be possible to lend the files to departments. Every effort will be made to assist people who wish to search particular files on our premises. If you're sending someone to search, please phone first and tell us who's coming.

Service has not changed as much for copies.

(WAYNE MacDONALD)
Director